

## EMPLOYMENT TRAINING PANEL

### OPERATIONAL DIRECTIVE Number 94-029

APPROVED BY:

Victoria Bradshaw  
Executive Director

SUBJECT: **FIXED-FEE TRAINING RATE TABLE**

**Initial Effective Date: 11/1/94**

**Revision Dates: 4/17/95; 7/1/96; 8/5/96;  
3/28/97; 5/9/97; 1/9/98; 3/9/98, 2/9/00, 4/3/00, 11/07/00**

**November 7, 2000 :** This OD is revised to clarify trainer-to-trainee ratios for small business retraining projects eligible for the \$20 per hour reimbursement rate.

The Fixed-Fee Rate Table includes new fixed-fee rates approved by the Panel at its March 23, 2000, meeting.

FIXED-FEE RATE TABLE					
Type of Trainee	*Class/Lab	*Video-conference	*Advanced Technology Class/Lab	*CBT	*SOST
Retrainee	\$13	\$13	\$20	\$8	\$8
<b>Retrainees - in a Direct Agreement with an Employer who has <u>100 or fewer</u>, full-time employees</b>  <b>-OR-</b> <b>Retrainees – in a Multiple Employer Contract (MEC) that: (1) serves small businesses with 100 or fewer, full time employees; and, (2) provides 100% of the training for all trainees of a participating employer, at each employer’s worksite.</b>	\$20	\$20			
New Hires	\$15	\$15			

<b>Welfare to Work **</b>	<b>\$15</b>	<b>\$15</b>	<b>N/A</b>		
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**FIXED-FEE RATE TABLE: (continued)**

\*Includes Administration Costs (Since administration costs are already included in the fixed rate per hour, they need not be calculated nor tracked when a Contractor is using the Fixed-Fee Rate Table.)

\*\*Welfare to Work trainees are to be treated as new hires and, therefore, projects are allowed 25 percent for administration.

**Guidelines for Applying the Training Rates:**

- The Training Rates are meant to simplify and expedite contracting by allowing virtually all types of training to fall under the available rates.
- In conjunction with using the fixed-fee, the following maximum class/lab and videoconference *trainer to trainee ratios* have been established: Retrainees, 1:20; New Hires, 1:15 and Welfare to Work retrainees, 1:15. The *trainer to trainee ratio* for Advanced Technology is 1:10.
- The Advanced Technology fixed-fee rate of \$20 per hour is applicable to advanced technology skills training which requires a *trainer to trainee ratio* of 1:10 or less and is customized to occupations which involve the production or use of the most sophisticated equipment and software in fields such as electronics, computers, and biotechnology. **If the *trainer to trainee ratio* exceeds 1:10, a second trainer must be present during instruction -and - the overall *trainer to trainee ratio* must not exceed 2: 20. (Note: The 1:10 ratio is not applicable for small businesses with 100 or fewer employees or retraining MECs serving small businesses with 100 or fewer employees. See bullet below.)**
  - Basic types of computer skills - such as EXCEL, PowerPoint, Page Maker, and Internet navigations - do not qualify for the Advanced Technology fixed-fee rate of \$20 per hour since they are less complex and less expensive to deliver, and are more generic and used across many industries.
  - Contractors who have previously received the standard fixed-fee rate of \$13 per hour for a type of training will not qualify for the higher rate of \$20 per hour, unless they provide evidence that training costs merit the higher rate, and they are unable to secure in-kind contributions to pay costs in excess of the standard fixed-fee.
- **Single employer retraining contracts for small businesses with 100 or fewer employees –and- retraining MECs for small businesses with 100 or fewer employees that provide 100 percent of training at an employer’s worksite are eligible for the \$20 hourly rate for Class/Lab, Videoconference, and Advanced Technology. For these small businesses, the maximum trainer-to-trainee ratio for Class/Lab; Videoconference; and, Advanced Technology training is 1:20.**
- An Applicant need not submit a budget if they are requesting: (a) a rate on the ETP's Fixed-Fee Rate Table; or, (b) a reimbursable rate for training and administration of less than the Fixed-Fee

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### **Guidelines for Applying the Training Rates: (continued)**

- SOST Training: An SOST "trainer hour" is based upon the ratio of one trainer to ten trainees.
- The cost per trainee may be adjusted for support costs if appropriate. For multiple-employer Agreements, the 8 percent of the training costs allowable for support costs such as recruitment, job placement or assessment should be added. No budget is necessary.
- For MECs in which it is documented that the contractor charges clients less than the fixed fee rate to provide training, ETP may reimburse the contractor at the lesser rate, or other rate as negotiated by Panel staff - rather than the ETP fixed-fee rate. (In order to make such a determination, ETP staff should routinely inquire about training fees charged by a proposed contractor.)
- A contractor requesting more than the fixed-fee rate must: (1) provide evidence that the fixed-fee cost is insufficient to cover the cost of training; (2) prior to the Agreement being developed, request pre-approval by the Executive Director, or designee, to submit a budget; and (3) submit a budget substantiating all training costs for Executive Director/Panel approval. In addition, MECs must also provide evidence that participating employers cannot contribute sufficiently to cover the cost of training.

**References:** ETP Legislation, Section 10206 (a) (1) (A),  
CCR 4400(y). Training; CCR 4411. Fixed-Fee Contracts  
Contracting OD: 97-008, Class/Lab Trainer to Trainee Ratios; 96-016, Trainee Categories  
and Eligibility Certification Requirements.